#### BUSINESS PRACTICES COMMITTEE

Board Liaison: Liz Phipps– KCI

2020/21 Chair: Justine D’Andrea, Summit Design & Engineering

2020/21 Vice Chair: Trey Hendrick, ECS

Description: Small and Large Business Leaders interested in improving the efficiency and operation of large and small firms are members of this committee. The objective of this committee is to reach out to and expand opportunities for business members of ACEC/NC, protect the interests of engineering firms, and offer business leaders a chance to leverage the collective knowledge of a larger group, to improve overall performance related to human resources, financial, legal, business development, and operations.

* Professional Development Subcommittee
  + At out last committee meeting the subcommittee presented mission and purpose statement and we discussed next steps and coordination with HR subcommittee.
  + Who wants to join this subcommittee?
    - There wasn’t a huge interest when it was brought up in the HR Subcommittee meeting.
    - **Next Step:** **Put together E-Blast featuring both the Professional Development and HR Subcommittees’ in an upcoming ACEC/NC E-Blast with the goal to build base of people. Deadline – April 30th**
      * Discuss differences between two Subcommittees’
      * Include Purpose of both Subcommittees’ in the E-Blast
      * Kelly and Wes to develop content and provide to ACEC/NC staff
  + Would like to meet on a monthly basis at first
* HR Subcommittee
  + Kelly provided update
    - Discussed topics of interest to Subcommittee members:
      * Recruiting
      * Employee Handbook
      * Return to Work
    - Will meet on a bi-monthly/quarterly basis
      * May have guest speakers but it may end up just being more of a roundtable discussion
    - Kelly to send out list of topics to Subcommittee members to rank topics in order of priority.
    - **Next Step:** **Put together E-Blast featuring both the Professional Development and HR Subcommittees’ in an upcoming ACEC/NC E-Blast with the goal to build base of people. Deadline – April 30th**
      * Discuss differences between two Subcommittees’
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      * Kelly and Wes to develop content and provide to ACEC/NC staff
* 2021 Business Resources Expo
  + Will hold a hybrid version of the 2021 expo (virtual and in-person (with in-person attendance capped)). The event will be held in Raleigh.
    - **Date and Venue**
      * + McKimmon Center is currently holding September 20th as the date for the 2021 Expo
        + **Things to keep in mind as we plan:**

A/V Partner with McKimmon Center related to Live Streaming and Recording

Interactive component for virtual attendees (Q/A, etc.)

Offer a recording instead of live streaming to help with not driving attendance down for those individuals not interested or comfortable attending in person

Benefit/motivation to attend in-person keeping in mind sponsorships

* + - **Expo’s Theme and Content**
      * + **Theme:** The Changing Landscape of Businesses
        + Rough Idea of Agenda for the Expo:

1. HR Topic
   1. Onboarding
   2. Recruitment
   3. Best Practices for Returning to the Office
      1. Do firms anticipate requiring employees to be vaccinated before returning to the office?
   4. Mental Health Concerns
   5. **HR Subcommittee to brainstorm potential topic ideas at their next meeting and Kelly will bring those ideas back to the Committee**
2. Professional Development in a more virtual world
   1. **Wes and Bob to brainstorm ideas and report back to the Committee**
3. Office Space Utilization – Jim to reach out to contacts in the Commercial Real Estate Industry to see about potentially having a presentation on this. **Jim is making connections and working on trying to secure someone; Richard Wells provided Jim with a potential contact**
4. Presentation from Blake with Vericom on expense management best practices that covers multiple services
   * + - **Sponsorship Levels**
         * Things to consider:

How many people are we expecting to let register for the event (what are we going to cap attendance at?)

What is the Value statement for potential Sponsors: access to people you might not normally have access to.

Keep sponsorship levels the same and/or thoughts on potentially lowering this one time.

**Jessica, Trey, and Justine to get together to discuss sponsorship levels and attendance cap**

* + - * + Below are the Sponsorship Levels we offered last year:

ACEC/NC Member Vendor Booth - $250

Non-Member Vendor Booth - $500

**Platinum Sponsor -** $600

Company name/logo on sponsor board displayed during registration and networking

Company name/logo printed in event program

Verbal acknowledgement during the Welcome

Ability to address attendees from the podium

Vendor booth

3 complimentary registrations

**Gold Sponsor -** $350

Company name/logo on sponsor board displayed during registration and networking

Company name/logo printed in event program

Verbal acknowledgement during the Welcome

3 complimentary registrations

**Silver Sponsor -** $200

Company name/logo on sponsor board displayed during registration and networking

Company name/logo printed in event program

Verbal acknowledgement during the Welcome

1 complimentary registration

* Open Discussion/Miscellaneous Items: